



Process For Parking Reduction:

Administrative Approval Application

1. A separate application is required for each approval, **notarization is required.**
2. A filing fee of \$250-\$550 is required for each application (fee is based on application type)
3. A comprehensive written proposal is required to accompany the application.
4. A map showing the location of the subject property-adjacent property owners to be supplied by staff.
5. The applicant must supply the Zoning office with the list of all properties on the mailing list.
6. The applicant is responsible for notifications to all adjacent properties by mail, certified, return receipt. The address on the back of the “green” card must be returned to:

Community Development and Planning
Zoning Technician
10455 Armstrong St. Room 207 Annex
Fairfax, VA 22030

(please make sure the case number is written on the back of the green card)

Notify staff the date letters are mailed by returning the receipt of purchase to the Zoning Office.

7. Plans must accompany the notification letters (8 ½ x 11) is acceptable.
8. Please see sample notification letter.
9. Applicant may e-mail a draft application packet for review if desired, prior to formal submission.
E-mail: alexis.el-hage@fairfaxva.gov or carolina.garcia@fairfaxva.gov

NOTE: If a project requires the Board of Architectural approval, the approval must be completed prior to administrative approval.

If you should have questions or concerns regarding this process, please contact the City of Fairfax zoning office at 703-385-7820 or by e-mail at the above addresses.

(SAMPLE LETTER)

**Notice of filing of an application for Administrative Approval for
Parking Reduction**

Date

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Name

Mailing Address

Re: Address and parcel ID# required

Dear Property Owner:

This letter is to inform you that I have filed an application with the City of Fairfax, Department of Community Development and Planning, seeking a Parking Reduction. **(Scope of proposal).**

Applications for a Parking Reduction are reviewed by the Zoning Administrator and approved administratively. If you should have questions or concerns, please contact the City of Fairfax Zoning Office, at 703-385-7820 within five (5) days of receipt of this letter.

Sincerely,

Applicant's name

Mailing Address

FOR OFFICE USE ONLY	
Notices Mailed	Application Number
Parking Required by Code	Parcel Number
Percentage Reduction	\$250.00 < 5 space deviation; \$500.00 > 5 space deviation
Parking Approved	Fee Paid: _____ Receipt: _____



**ADMINISTRATIVE APPROVAL APPLICATION
PARKING REDUCTION
CITY OF FAIRFAX**

I/We _____ hereby apply for a _____ percent reduction in the
(Name of Property Owner or Agent)

number of required off-street parking spaces in the shopping center/multiple use development

known as _____, located at _____, pursuant to
(Name of Development) (Site Address)

Section 110-155 (b) (5) of the City Code, which states: *(see text attached)*

A PARKING STUDY MUST BE SUBMITTED TO
THE ZONING ADMINISTRATOR

WITNESS the following signature:

Applicant

Mailing Address

Phone Number

Email

ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURES NOTARIZED

The above affidavit was subscribed and confirmed by oath or an affirmation before me this

_____ day of _____, 20____, in the State of

_____.

My commission expires _____.

Notary Public

Application approved by _____ Date _____

Section 110-152. General Provisions

- c. Off-street parking shall be provided on the same parcel of land with the principal use, except as modified in section 110-154. However, where all of the required parking cannot be physically located on the same parcel as the principal use, or if the public safety or convenience would be better served by the placement of the parking area on another parcel, then the zoning administrator may approve an off-site location for as much as 15 percent of the required parking for a use proposed to be established in an existing building; provided that:
1. Any such off-site parking shall be used exclusively as employee parking for the appurtenant use;
 2. Such parking area shall be located on property upon which the right to such use is established by ownership, easement, or similar recorded covenant or agreement, the form and content of which shall be approved by the city attorney to ensure the availability of such spaces for so long as the use shall exist. The property owner or his designated agent shall give written notice to the zoning administrator within two working days of any permanent or temporary cessation of such right;
 3. Such parking area shall be located on property possessing the same or greater intensity zoning district designation as the principal use;
 4. Such parking area shall be located no farther than 500 feet from the principal building entrance and shall be accessible by a public sidewalk or other improved pedestrian accessway. The right of the use of such accessway, if not a public sidewalk, shall be established as set forth in subsection (c) (2) of this section;
 5. Such parking area shall be conveniently accessible without causing unreasonable hazard to pedestrian and vehicular traffic, traffic congestion or interference with safe and convenient access to other parking;
 6. Signage shall be provided at such parking location identifying the facility which it serves. No parking space thus provided shall be counted toward the required parking for any other business or use; and
 7. The person seeking such reduction shall submit to the zoning administrator an approved site plan of the subject property together with such additional information deemed necessary by the zoning administrator and shall pay a fee in accordance with section 110-3. In addition, the person shall provide notice, by certified mail, to the owners of each property abutting or across the street from the subject property informing them that a request for off-site parking has been submitted and will be considered by the zoning administrator for approval not less than ten working days after the mailing of such notice and shall provide the certified mail receipts to the zoning administrator. If the property abutting or across the street from the subject property is of condominium ownership, then notification sent to the condominium association shall be sufficient to satisfy this provision.

An action of the zoning administrator to approve or deny a request for off-site parking pursuant to this subsection may be appealed to the board of zoning appeals pursuant to the procedural and substantive requirements of section 110-1102.

- d. Except for parking areas required for single-family detached and semidetached dwellings, sufficient access and maneuvering space shall be provided to permit the parking and removal of the required number of vehicles without moving other parked vehicles.
- e. Parking areas shall be used for the parking, display and maneuvering of motor vehicles. Parking areas shall not be used for repair of vehicles except for emergency repairs.
- f. No off-street loading area shall be used to satisfy the space required for any off-street parking facilities.
- g. The council or board of zoning appeals may impose parking and loading requirements in excess of those established in this division as a condition to the grant of a special use permit, special exception, or variance under this chapter.
- h. Nonconforming uses, structures and sites:
 - 1. Any land use, structure or site which does not comply with all applicable requirements of this division shall become nonconforming upon the effective date of this division.
 - 2. No individual use which is nonconforming with respect to this division shall be changed in any manner which would increase off-street parking requirements unless and until the requirements of this division are satisfied with respect to the number of parking spaces required for the proposed increase in use. If the number of spaces, required for the proposed use exceeds the number of spaces required for the existing use under the provisions of this division by more than 30 percent then the entire site shall comply with all applicable provisions of this division.
 - 3. No structure or site which is nonconforming with respect to this division shall be altered in any manner which would enable the structure or site to accommodate any increase in business capacity unless and until the requirements of this division are satisfied with respect to such alteration and increase in capacity. However, if the aggregate increase in the gross floor area of the structure should exceed 30 percent of the existing gross floor area, or if the business capacity should otherwise be increased by more than 30 percent, then the entire site shall comply with all applicable provisions of this division.

Section 110-155 (b) (5). Required off-street parking area. Shopping centers and multiple use developments.

- a. Shopping centers and multiple use developments shall provide off-street parking equivalent to the sum of the required parking for the individual uses located therein. For the purpose of this division, a multiple use development shall be the development of a parcel of land or building with two or more different uses, including, but not limited to, residential, retail, restaurant, or office uses. In conformance with the criteria listed below, the zoning administrator may permit up to a ten percent reduction in the number of required off-street parking spaces in such development. The person seeking such reduction shall submit a parking study in a form acceptable to the zoning administrator that identifies the proposed uses to be located in such development and the parking generation characteristics thereof and shall pay a fee in accordance with a schedule established by the city council. In addition, such person shall provide notice, by certified mail, to the owners of each property abutting or across the street from the subject property informing them that a request for such a reduction has been submitted and will be considered for approval not less than ten working days after the mailing of such notice

and shall provide the certified mail receipts to the zoning administrator. If the property abutting or across the street from the subject property is of condominium ownership, then notification to the condominium association shall be sufficient to satisfy this provision. The zoning administrator shall not grant any reduction of required parking unless the applicant has made every reasonable effort to remove or reduce to the extent possible any parking-related nonconformities on the site and the parking study indicates that:

1. The uses within such development shall be of such a nature that major parking demands occur on different days of the week or during different hours, and, because of alternative parking demands, parking spaces will be generally available for each use in accordance with the normally applicable standards.
2. Any reduction in required parking will not unreasonably increase congestion on public streets, endanger the public safety, diminish or impair established property values in the surrounding area, or in any other respect impair the health, safety, comfort, and welfare of the inhabitants of the city.
3. Any reduction of required parking granted under these provisions shall remain effective only so long as the total parking requirements applicable to all uses within the development do not exceed those existing at the time of granting the reduction. Any increase in total off-street parking required by this division, whether by virtue of a change of use or an increase in building capacity, shall invalidate the reduction granted by the zoning administrator. An action of the zoning administrator to approve or deny a request for reduction of the required amount of parking pursuant to this subsection may be appealed to the board of zoning appeals pursuant to the procedural and substantive requirements of section 110-1102.